

FLEET HOME TOWN NEWS RELEASE FORM



1. Instructions on Back.
2. Print in Ink or Type.
3. For Additional Remarks Use Block 23.

1. From: Command/Address Homeport/Base (not FPO etc.)			2. Command Releasing Authority Print Name Signature _____ Duty Phone _____			3. RUC/UIC/OPFAC		
6. Rank			7. Pay Grade			8. Date Enter Service MM/YYYY		
9. Date Reported this Command			10. Sex <input type="checkbox"/> M <input type="checkbox"/> F			11. Married <input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Social Security Number			13. Your First, MI., Last Name			14. Spouse's Name (If Married)		

Your Living Parents/or if Guardians or other Relatives Show Relationship - If Military Include Rank/Service

15. Your Father's First, MI., Last Name		Address (Number and Street) City _____ State _____				Zip Code				
16. Your Mother's First, MI., Last Name		Address (Number and Street) City _____ State _____ <input type="checkbox"/> Same as BLK 15				Zip Code				
17. Wife/Husband's Father's First, MI., Last Name		Address (Number and Street) City _____ State _____				Zip Code				
18. Wife/Husband's Mother's First, MI., Last Name		Address (Number and Street) City _____ State _____ <input type="checkbox"/> Same as BLK 17				Zip Code				
19. High School - Complete Name		Year Graduated		City		State		Zip Code		
20. College/University/Complete Name			City		State		Type Degree/Year		FHTNC Use Only	
21. College/University/Complete Name			City		State		Type Degree/Year		FHTNC Use Only	

22. Duty to Which Assigned/Job Title - If Designated a Plane Captain, etc. - List Type Aircraft, etc.

23. Event-Check Appropriate Box or List Complete Details - Use extra Paper or attach copy of citation, etc.
☐ Reported ☐ Promoted to Above Rank ☐ Meritoriously ☐ Medal/Award Attach Copy ☐ Reenlisted Years ☐ Retired Years

24. PRIVACY ACT STATEMENT - AUTHORITY: 5 U.S.C. 301, AND 14 U.S.C. 93f and 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievement of sea service members. SSAN is used for positive identification. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE IS VOLUNTARY: Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.

25. I certify that the above information is correct and I have no objection to its publication.

Date _____

For Reserve Use Only - See Instructions on Back

26. Your Address (Number and Street)			City		State		Zip Code	
27. Company Name			Address (Number and Street) City _____ State _____ Zip Code _____				Position/Years with Company	
28. Company Publication			Address (Number and Street) City _____ State _____ Zip Code _____				FHTNC Use Only	

INSTRUCTIONS

1. List complete command mailing address including homeport or base.
2. Name and signature of person at command who authorized form for release. Must be signed on each form, unless a group of forms (10 or more) is submitted under a signed cover letter. List duty phone. Indicate if AUTOVON or Commercial.
3. Reporting unit code (USMC), unit identification code (USN), or operating facility code (USCG).
4. Self explanatory.
5. Actual date of event or date of presentation in the case of awards.
6. Rank such as SGT or J03.
7. Pay grade such as E-6 or O-2.
8. Date entered active duty, if you delayed enlisted, etc., also indicate date and explain.
- 9., 10. and 11. Self explanatory.
12. Social Security number is mandatory. SSN is for FHTNC use only in casualty searches. SSN is not released to media.
- 13., 14., 15., 16., 17. and 18. Self explanatory. (NOTE - ZIP Codes mandatory for release preparation.)
19. Self explanatory.
20. and 21. Include type of degree (BA, BS, AA, etc.) and year awarded. List only two highest degrees.
22. Indicate your duties by job title, (e.g. squad leader, cook, plane captain, etc.) not by NEC/MOS/QC.
23. Check appropriate box or give complete details of event - use extra paper as required. Attach copies of citations/awards, etc. If qualified as pilot, etc., list type aircraft, etc.
24. Self explanatory.
25. Payroll signature required to permit release of news story.
26. Self explanatory.
27. Complete company name, address, your position/job with the company and number years employed with company.
28. Name of company publication/newsletter that you want story released to. Include complete address and ZIP Code.
29. Fleet Home Town News Center telephone number is: (804) 444-2221, AUTOVON: 564-2221.
30. Mail to: Fleet Home Town News Center, Building X-18, Naval Station, Norfolk, VA 23511-6698.

